



City Council Staff Report

From: Council Appointed Officers (CAO) Committee

Report Type: CONSENT CALENDAR

Lead Department: Human Resources

Meeting Date: May 8, 2023

Report #:2305-1405

TITLE

Approval of CAO Committee Recommendation to complete recruitment for interim City Clerk and to engage Peckham & McKinney Firm to Conduct the City Clerk Executive Recruitment

RECOMMENDATION

1. Approve the CAO Committee recommendation to direct staff to initiate an internal recruitment for interim City Clerk by posting position;
2. Approve the CAO Committee recommendation to direct staff to engage Peckham & McKinney for the recruitment of City Clerk, to begin as soon as executive recruiter is available; and,
3. Direct the City Manager to execute a contract with the executive recruiter firm Peckham & McKinney, up to \$30k plus expenses.

EXECUTIVE SUMMARY

The Council Appointed Officers (CAO) Committee met on May 1, 2023 to review, discuss and make a recommendation to Council on the next steps to fill the pending City Clerk vacancy for the interim period as well as to discuss the recruitment to fill the vacancy on permanent basis.

BACKGROUND

City Clerk Lesley Milton provided Council with her resignation notice effective date May 19, 2023. Clerk Milton served as Palo Alto's City Clerk for nearly 2 years. Ms. Milton's selection as City Clerk was made after an extensive executive recruitment and competitive process was successfully conducted in 2021 by Bobbi Peckham, of the executive search firm Peckham & McKenney. The brochure for the 2021 recruitment and the Peckham & McKenney 2021 proposal is attached.

DISCUSSION

On May 1, the CAO Committee discussed options to fill the interim position and also discussed the selection process for an executive recruiter to assist in the recruitment for the City Clerk position.

The CAO Committee motion which passed 3-0 recommended that Council authorize the following:

- A. Invite letters of interest and a resume from interested internal applicants to serve as interim position City Clerk pending a full recruitment process; have direct HR to review candidates for qualifications and schedule a closed session interview of candidates with the full Council
Contract with the recruitment firm Peckham & McKinney who conducted the previous City Clerk recruitment, and direct staff to forward to Council the literature previously used for the 2021 recruitment be included in a late packet report on the next meeting agenda

The typical timeline for an executive recruitment is approximately 3 to 4 months, with a recruiter fee in the range of \$25k-\$30k. In addition, expenses billed to the City include charges for online ads, mailings, and travel (if required) for the recruiter and candidates. Staff contacted Peckham & McKinney and they stated that they appreciated the CAO Committee recommendation however due to the high number of recruitments they are currently working on, they would not be able to start this search for 4 months. They also advised that their fee would be \$30k all inclusive.

The contract process can be initiated with Peckham & McKinney in advance of their start date if Council approves to move forward. An alternative option is to assign this recruitment to the executive recruiter, Teri Black & Co., who has a current contract with the City.

ANTICIPATED EXECUTIVE SEARCH PROCESS

The timeline for an executive search depends on the recruitment plan strategy, that may include the following, at Council's discretion:

- Profile and Brochure Development: Executive recruiter kicks-off recruitment and selection process and timeline.
- Outreach and Marketing: campaign is developed and implemented, including the placement of advertisement efforts and direct marketing via social media and other channels. The recruitment is opened, and applications are collected.
- Preliminary Candidate Screening, Final Candidate List: Typically, the firm will recommend a short list of qualified candidates. Council, or the CAO Committee if Council delegates this task, will narrow the candidate pool to the top 3-5 candidates for interviews.
- Selection Process: Staff coordinates additional interviews, if necessary. Council may wish to design an inclusive selection process that may include advisory panel interviews. Final candidate will emerge as a result of interviews.

- Staff Schedules Council Closed Session: Council discusses proposed employment contract, including salary and other key terms.
- Reference, Background and Appointment: Staff will draft a conditional offer and undergo a series of post-offer selection activities that include reference and background check. Once clear, the Council appointment may move forward to be scheduled on Council agenda for approval. The firm may assist with negotiating the terms of employment contract.
- Announcements: Communication to staff and work with the City's Chief Communication Officer for a press release.
- City Council Meeting: Approval of employment agreement in open session to formalize offer of employment. New Clerk attends meeting for formal introduction.

RESOURCE IMPACT

The executive recruitment contract with Peckham & McKinney or alternate executive recruiter with fees up to \$30k will be funded from the City Clerk's Office vacancy savings.

POLICY IMPLICATIONS

There is no immediate policy implication resulting from this report.

ATTACHMENTS

Attachment A: 2021 City Clerk Brochure

Attachment B: Peckham & McKenney 2021 Proposal

APPROVED BY:

Sandra Blanch